



Exam invigilators

We are currently looking Exam Invigilators to join our team. This is a casual contract with a rate of pay of £14.98 per hour (incl. holiday pay).

Responsibilities

- Available to work during key exam periods of November, December, March, May and June
- Ensuring that school policy and procedure is followed closely throughout the examination process
- Distributing and collecting exam papers
- Checking student attendance, guiding them to seats, supervising their exit from exam hall

Essential Skills

- Previous experience working with a high attention to detail in an office and/or education setting
- Strong communication skills with ability to liaise with Staff and Students
- Extremely patient and able to stay vigilant throughout an exam
- Excellent time management and organisation skills

If you think you might be the right person to join our team and would like more information email office@johncolet.co.uk